

GUIDANCE DOCUMENT: 76-30

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

	DIRECTIVE NO: <u>1.8</u>
	EFFECTIVE: <u>9-15-03</u>
APPROVAL: _____	SUPERSEDES: <u>8/21/00</u>

1.8 Conduct of Surveys

Purpose: The purpose of this directive is to ensure that the conduct of surveys by the Department, inclusive of any survey requested or directed by a board, are appropriate, not otherwise duplicated, authorized by law and consistent with the Appropriations Act. "Survey" means any collection of opinion, data, or information from licensees, applicants, patients or others. It does not include inspections or investigations of any facility or practice authorized by law.

Policy: All surveys shall be submitted to the Director for approval at least 60 days prior to the intended date of their conduct. All such requests for approval shall contain the information described below. No survey shall be conducted without the written authorization of the Director.

Procedures:

Survey Plan

Any employee who seeks to conduct a survey shall first prepare a survey plan for the conduct of the survey, which shall contain the following:

1. A schedule for the collection, receipt, analysis, and report writing;
2. A clear statement of the objective(s) of the survey including what it specifically is intended to measure, the importance of the information and the intended audience of the report;
3. A description of the population the survey will cover. This should include the characteristics of the population. (for example: medical doctors in active practice in the Roanoke Valley). The plan must cite the number of individuals to be surveyed and an estimate of the number of individuals actually in that population;
4. A copy of the survey instrument;

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5. An explanation of the analysis to be performed and any statistical methodology to be applied;
6. The names of the staff members who will interpret the results and write the report ;and
7. A budget for the survey including collection of data analysis and report writing. The plan shall reference the cost center from which the cost will be paid and contain certification that funds are available to cover the cost of the survey including analysis and report writing.